

CORPS OF ENGINEERS ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (CEEDMS)

AIIM Corps Day
4 May 2001



TOPICS

- History
- Implementation Strategy
- Operations Strategy
- Investment Costs
- Issues



HISTORY

- **FY96 - Congress Approved Major New Start -- \$12.5M**
 - ✓ **Optical Disk Imaging (ODI)**
 - ✓ **Renamed Corps of Engineers Electronic Record Keeping System (CEERIS)**
- **Sep 98 - CEERIS Designated as Corps Standard System**
- **Apr 99 - CEERIS Killed & Resources Frozen**
- **Apr 99 - Field Informed Moving from CEERIS to EDMS**
- **May 99 - CEEDMS Implementation Strategy Initially Approved**
- **Dec 99 - Decision Briefing to MG Fuhrman**
 - ✓ **Do not Proceed with CEEDMS Until Economic Analysis (EA) Completed & Congress Informed**



HISTORY (con't)

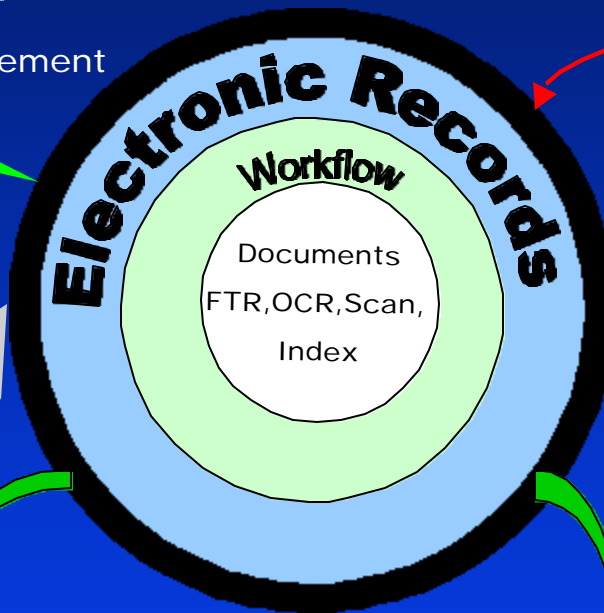
- **Apr 00 - Services Contract Awarded to Xerox**
- **May 00 - Moved Program Management Responsibilities to Baltimore District**
- **Jan 01 - Economic Analysis (EA) Complete**
- **Feb 01 - Decision Brief to MG Hunter**
 - ✓ **Positive ROI from EA not enough (216%)**
 - ✓ **Assume Commanders have “Show Me” Attitude**
 - ✓ **Can’t Be HQ driven - Need to Show Field Why Invest in CEEDMS**
- **Mar 01 - \$983K Provided Under Automated Document Conversion System (ADCS) Program**
- **Apr 01 - Market Survey Complete**
- **Apr 01 - SAJ Will Be Used to Document Business Case**



Why CEEDMS?



Resource for
Knowledge Management



Status Quo

\$46 Mil min/year

Gartner Group est 20% of staff
time is wasted on document
management tasks

Mandates

Clinger-Cohen Act
OMB Mandated
Fee-for-Service
Government
Paperwork
Elimination Act
DoD 5015.2
DoD Global
Information Grid

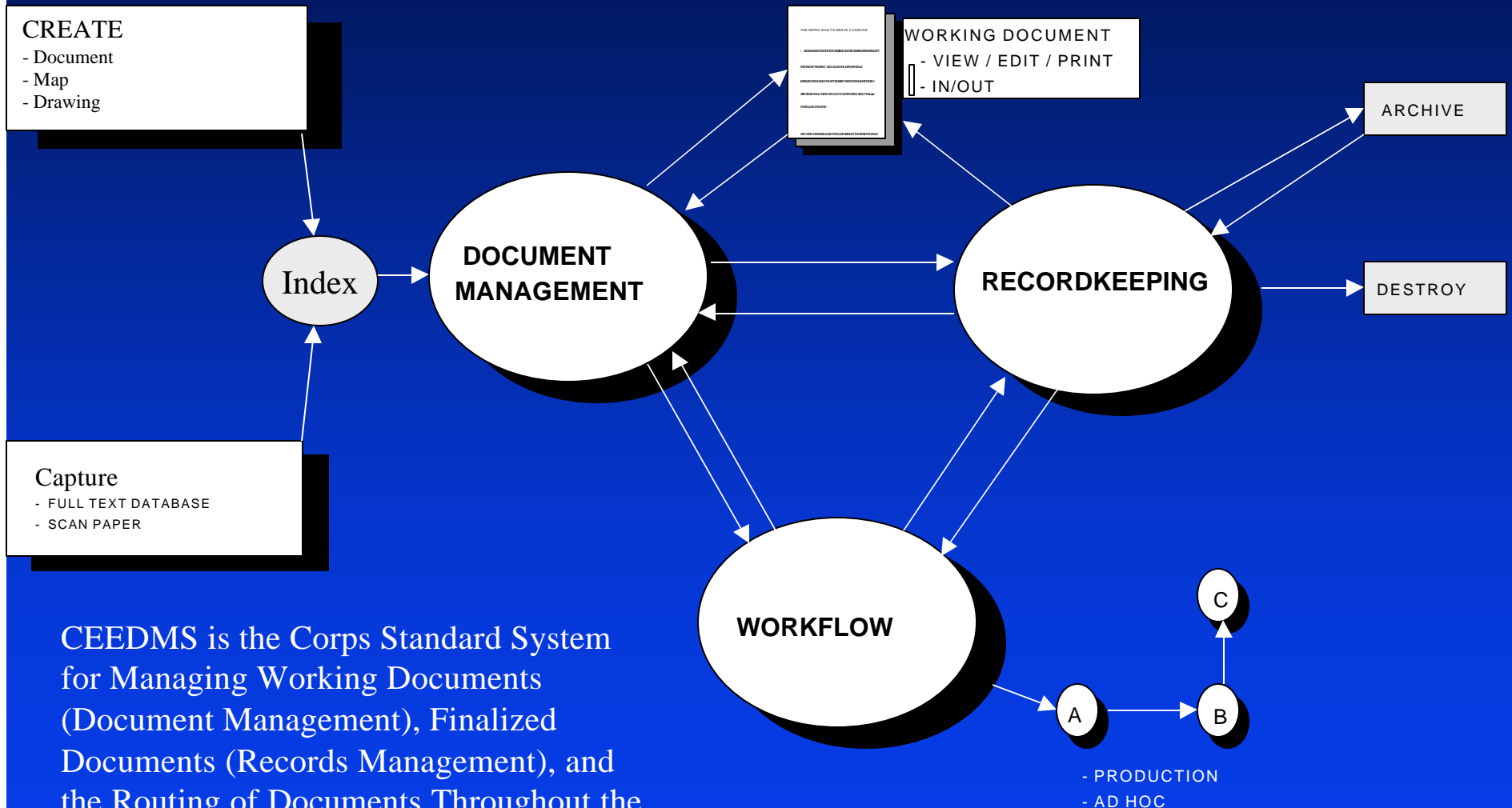


Web Publishing

FOIA
Forms
Internet
Extranet
CorpsNet



CEEDMS Process



CEEDMS is the Corps Standard System for Managing Working Documents (Document Management), Finalized Documents (Records Management), and the Routing of Documents Throughout the Organization (Workflow).



Implementation Strategy

- **MG Hunter Brief on Revised Strategy - 30 May 01**
- **Utilize SAJ Comprehensive Everglade Restoration Program to Demonstrate Corps Specific EDM Benefits**
- **Phased Implementation Starting w/ Document Management & Records Management w/ Work Flow to Follow Later**
- **Use Pilot Sites to Develop/Validate Corporate Data Model**
- **Commanders Have Flexibility for Implementation Within Corporate Time Table**
- **Districts Implement CEEDMS Based on Standardized Software Templates and Implementation Plans**
- **Districts Purchase Software and Integration Services From Corporate Contract Vehicle(s)**
- **Districts Fund Purchases Locally (Software, Hardware, and Integration Services)**



O & M Strategy

- **Corporate PM**

- ✓ **Manage CEEDMS Help Desk**
- ✓ **Establish/Manage Configuration Management Process**
- ✓ **Manage Corporate Contract(s)**
- ✓ **Maintain Metadata Templates**
- ✓ **Develop/Maintain Corporate Business Process Workflow Template**
- ✓ **Maintain Records Requirements via CEEROSC**

- **Local**

- ✓ **Maintain Software/hardware**
- ✓ **Develop/Maintain Local Workflows**
- ✓ **System Administration**
- ✓ **Load Corporate Metadata & Workflow Templates**



Worst Case Investment Costs

	Total	
Site Size (FTE)	Total Invest	Avg Invest per Site
Small < 300	\$10.4	\$0.6
Medium 301 - 800	\$64.1	\$2.8
Large > 800	\$98.7	\$5.5
Totals	\$173.1	

Government Labor is Approximately 55% of the Total



ISSUES

- **Major Cultural Change --Larger than CEFMS**
 - √ **Business Conducted Electronically Under Defined Corporate Business Process**
 - √ **Change Management more Important than Technology**
- **Need Realistic Timeline to Implement Corps-wide**
- **Need to Promote Program through Regional Business Centers and Other Forums**
- **PRIP**
 - √ **Increase Authority**
 - √ **Allocation of Revolving Account**
- **Corporate Needs to Provide Guidance to Field**
 - √ **Start Preparing for CEEDMS - clean up paper files**
 - √ **Commanders Need (PRIP & Local) Funding Requirements**
 - √ **Schedule**